

**DEPARTMENT OF WORKFORCE
DEVELOPMENT**

Secretary Jennifer Alexander
201 East Washington Avenue
P.O. Box 7946
Madison, WI 53707-7946
Telephone: (608) 266-7552
FAX: (608) 266-1784



**State of Wisconsin
Governor Scott McCallum**

**DEPARTMENT OF HEALTH AND
FAMILY SERVICES**

Secretary Phyllis Dubé
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
CARES Call Center
Policy & Systems Communications Section**

**SUBJECT: W-2 Case Management Services
(CMS) Agreement Form**

BWP/BIMA OPERATIONS MEMO

No.: 02-53

File: 2408

Date: 9/10/2002

Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: Medium

CROSS REFERENCE: W-2 Manual, Chapter 7

EFFECTIVE DATE: Immediately

PURPOSE

This memo issues the form participants must sign when being assigned to a Case Management Services (CMS) placement.

BACKGROUND

Unemployed individuals who have been assessed as having the capability of obtaining full-time employment may be placed on the Unsubsidized Employment rung and coded as CMS as long as they continue to meet financial and nonfinancial eligibility criteria. However, individuals may only be identified by the code CMS if they state, in writing, that they wish to receive case management services. The W-2 Advisory Panel requested the Department of Workforce Development (DWD) develop a standard form for statewide use.

POLICY

Begin using the attached W-2 Case Management Services (CMS) Agreement form immediately. This form has been reviewed and agreed upon by the W-2 Contract and Implementation Committee, Policy and Procedure Subcommittee.

The form is now available on the DWS Forms Repository at:

<http://workweb.dwd.state.wi.us/forms/dws/default.htm>

CONTACTS

BIMA CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

ATTACHMENT

W-2 Case Management Services Agreement (DWSW-13269)

http://workweb.dwd.state.wi.us/forms/dws/13269_DWSW.htm